



**CITY OF KIRKLAND**  
**PARKS AND COMMUNITY SERVICES DEPARTMENT**  
505 Market Street  
Kirkland, WA 98033  
(425) 587-3300 Fax (425) 587-3303  
[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

**PETER KIRK POOL – PARTY PACKAGE**

*Note: Application must be submitted at least two weeks in advance*

Today's Date \_\_\_\_\_ Party Date & Time Requested \_\_\_\_\_

Type of Party: \_\_\_\_\_ For age: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

**AGREEMENT:**

The undersigned hereby make application to the City of Kirkland (City) for use of park facilities and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all ordinances and regulations of the City of Kirkland. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015. The applicant further agrees to reimburse the City of Kirkland Parks and Community Services Department for any damage arising from the applicant's use of said facilities and equipment. The applicant or his agent has examined and inspected the park facilities, premises, equipment, and furnishings for defects and finds them fit and safe for the purpose stated above. **Pool policies following this form are a part of the agreement.**

Renter understands and agrees that it is the renter's sole responsibility to provide supervision for any and all activities contemplated by this agreement. Renter further understands and acknowledges that lifeguards are not responsible for providing supervision; rather, lifeguards are responsible for enforcing safety rules and responding to emergencies.

Additionally, renter understands and agrees that a ratio of three children under the age of 7 per one adult is in effect for all swims. Non-swimming children, those who can not pass the swim test, under 7 years must be accompanied by an adult in the water at all times. An adult is defined as a responsible person, 18 years of age or older, who is wearing appropriate bathing suit attire and is in the water, within arms reach of the children. Accordingly, renter agrees that he/she shall communicate this requirement to all guests/patrons associated with and attending this event.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICIAL USE ONLY	
Approved / Denied:	Rental Fee: \$
Title:	Paid:      Cash      Check#
Date Cancelled:	Amount Refunded: \$

## Peter Kirk Pool Party Package Rules

- Each party includes one hour of swimming during open swim and one hour use of a designated pool deck area with a provided 10X20 tent. After the party's one hour of pool time is done, there is no re-entry into the pool.
- Maximum number of swimmers is 16. This must include adults getting in the water (remember a ratio of 3 children under the age of 7 per one adult is in effect for all swims. Non-swimming children - those who can not pass the swim test - under 7 years must be accompanied by an adult in the water at all times).
- A ratio of 1:6, adults to children ages 7 – 13, must be maintained at all times. These adults can stay dry, but must assist with keeping a constant head count and hands-on supervision of the children in the birthday party.
- Our exceptional staff will provide table and chair set up and take down, and event support (check in and out service, and facilitation of schedule). The renter is responsible for all clean up. The pool deck must be left in the same condition as when the renter arrived. We will provide cleaning materials to wipe down tables and chairs.
- Only one pool party package can be booked during each open swim. Maximum total number of people, which includes (dry) spectators, is 36.
- To maximize activity time, please have the kids arrive and leave in swim gear.

### **RESERVATIONS**

- Full payment of \$140 is required at time of booking.
- Pool Party Packages may be scheduled starting March 20, 2009, and at least two weeks notice is required.
- Contract must be signed and returned at least seven days prior to scheduled date or your party will be subject to cancellation.
- Please be considerate of others waiting for their party to start! Parties that run outside scheduled time may be assessed a \$10 fee every five minutes.

### **DECORATIONS & FOOD**

- Decorations must be provided by the renter, and shall be limited to balloons, tablecloths, party favors and flowers (no glass vases, please!). Hanging decorations from the fence or tent walls is prohibited – no tacks, tape, staples, wire or putty allowed. Decoration time must be included within the rental time period – don't worry, someone can decorate while the swimmers are in the water! Confetti and/or glitter are not allowed.
- Acceptable food items include sandwiches, chips, fruit & vegetable trays, pizza, cake, ice-cream, and cupcakes. Due to the level of activity at the pool party, please be conscious of the kids' food intake. Remember, no glass containers.
- Birthday candles are allowed on the cake. Other types of candles are not allowed.

### **REFUNDS & TRANSFERS**

- For a refund, cancellations must be made with staff five working days (between the hours of 8 AM and 5 PM) prior to party date. A \$25 booking fee will be charged.
- A \$25 transfer fee will be charged for birthday parties rescheduled at least 5 working days prior to party date.
- Cancellation or transfer requests cannot be accommodated within 4 working days of party date.

### **SUPERVISION**

- **One group Supervisor** is designated by the group to act as the liaison to the Aquatic Safety Team. The Group Supervisor must be at least 21 years of age or older. Additional adults must be at least 18 years of age or older.
- **Direct supervision of children** by adults must be maintained at all times while group is in and/or near the water. Adults must have visual contact with the children in their group at all times, including the locker rooms before, during and after the visit.
- **Supervision is defined** as being able to see / hear / discipline the children that the adult is directly responsible for watching. Adults must ensure that the children are abiding all facility rules and are encouraged to review facility rules upon each visit.
- **Adults must be in bathing suit attire** and be in the water with children under 7 years of age or at the edge of the pool where the children 7 years and older are playing.
- **The group supervisor must inform** the Aquatic Staff of any medical problems that may exist with any of the group members prior to entering the pool.
- **The Aquatic Staff on duty** are in charge at all times, and the adults in attendance with their group are expected to support the Aquatic Staff in the enforcement of all rules and regulations.
- Lifeguards are on duty to enforce rules and regulations and to assist in emergencies **but parents and adult supervisors are primarily responsible for the safety of their children/group.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**RENTAL FEE - \$140**